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June 19, 2008

TO: Appointing Authorities and Personnel Officers
FROM: Gary Fogelbach, Office of Administration, Division of Personnel
SUBJECT: FY 2009 Pay Plan Implementation

This memorandum contains information and instructions for implementing the Fiscal Year 2009 pay plan. While most of the technical work will be automated, this will provide agencies with information on the processes that will occur on an automated basis, and when your agency can begin processing of individual employee pay increases not associated with the pay plan (such as end of probation increases).

The fiscal year 2009 pay plan will be effective July 1, 2008. The employee's pay increase will appear on the July 31, 2008 paycheck, for the pay period July 1 – 15, 2008.

Timing of the General Structure Adjustment

Please keep in mind that the General Structure Adjustment is based on the employee's pay rate as of June 30, 2008. Should the General Structure Adjustment be processed on the employee's June 1st pay rate, and the employee subsequently receives an increase effective June 16th, the General Structure Adjustment rate (including the 3% increase) will be incorrect. Please make sure the General Structure Adjustment is based on the employee's June 30, 2008 pay rate.

As a reminder, the sequence for processing transactions is:

1. FY 2009 General Structure Adjustments (SALRY/S09) are processed based on the employee's June 30, 2008 pay rate (automated program except for situations noted below).
2. FY 2009 Repositioning Salary Adjustments (SALRY/S11) and Selective Within Grade (SALRY/S22) are processed next (automated program except for individual pay situations noted below).
3. All other transactions effective July 1, 2008, or after, are processed next.

Here is the sequence of events that will occur:

<u>Date</u>	<u>Action Item</u>
07/01/08	After the FYE process ends, the Office of Administration (OA) Information Technology Services Division (ITSD) will load the new pay grids for table-driven pay, including new pay grids for the Department of Transportation (MoDOT), Missouri State Highway Patrol (MSHP) and Missouri State Water Patrol (MSWP).
07/08/08	Regular payroll runs for the pay period June 16 – June 30, 2008.
07/09/08	<p>After regular payroll is run, OA ITSD will run the programs automating the 7/1/08 SAM II HR/Payroll Employment Status Maintenance (ESMT) transactions reflecting the General Structure Adjustment, Repositioning and Selective Within-Grade (Mental Health and Corrections only) increases for eligible employees receiving table-driven pay.</p> <p>OA ITSD builds MoDOT-specific Access database of all employees and provides it to designated MoDOT HR/Payroll contacts. MoDOT will need to indicate, by employee, eligibility for the increase (Y/N), and apply any new applicable job steps. MoDOT will also apply new salary rate for non-table driven employees. The database needs to be returned to OA ITSD no later than noon on July 14, 2008.</p> <p>OA ITSD builds agency-specific Access databases including the 3% increases for employees whose pay is <u>not</u> table driven. OA ITSD provides the Access database for non-table driven pay employees to the designated agency HR/Payroll contacts. Agencies should indicate, by employee, eligibility for the increase (Y/N), and verify the new salary amount. The databases need to be returned to OA ITSD no later than noon on July 14, 2008.</p> <p>Upon e-mail notification that SAM II HR is available, agencies may begin processing other 7/1/08 – 7/15/08 personnel actions for <u>table driven</u> pay employees.</p> <p>Agencies may continue with normal timekeeping entries at this time.</p>
07/14/08	<u>Non-table driven</u> Access databases, as well as the MoDOT-specific Access database, are returned to OA ITSD by noon. SAM II HR will be unavailable at 4:00 pm. 3% increases from Access databases are loaded by OA ITSD for <u>non-table driven</u> pay employees, as well as increases for both table-and non-table driven MoDOT employees.
07/15/08	Agencies may begin processing other 7/1/08 – 7/15/08 personnel actions for <u>non-table driven</u> pay employees.
07/23/08	Last day SAM II is up prior to payroll running. SAM II Preliminary Gross-to-Net run begins at 6 p.m. At that point, SAM II is down.

The General Structure Adjustment is implemented differently for table-driven and non-table-driven pay situations. In the SAM II HR/Payroll system employees are either paid from a pay grid ("table-driven"), or not paid from a pay grid ("pay parameters" must be entered on the ESMT).

General Structure Adjustment

Employees Paid from a Pay Grid (Table-Driven Pay)

Table driven pay means the employee's pay rate is determined from the pay range and step designated on a pay grid. The pay range is determined from the employee's job class, and the pay rate within the range is determined by the step to which the employee is assigned.

Uniform Classification and Pay System employees paid from either Pay Grid A or B will maintain the current step assignment. The value of each step on the pay grid has been increased by 3% $[(\text{monthly pay rate} \times 1.03 \text{ rounded to the nearest dollar}) / 2] = \text{new semi-monthly pay rate}$. The Information Technology Services Division will be running a program to automate the salary increase transactions (ESMT's) updating service history records in SAM II HR/Payroll, which will, in turn, update the Data Warehouse. Transactions will include employees in all active Employment Status codes (EMPS_CD = 1,3,6 or W).

The Employment Status Maintenance (ESMT) transactions will be automated for all agencies paid from SAM II who have table driven pay situations. It will not be limited to UCP agencies.

Table driven employees in SAM II HR/Payroll include:

- ❑ UCP System Classified (Merit) and Covered (Non-Merit) employees on pay grids A+B.
- ❑ UCP "Speed up" employees in the Department of Public Safety (MSHP civilian employees) on Pay Grid A.
- ❑ Non-UCP employees of the Legislature, Judiciary, Public Defender's Office, Treasurer's Office and Department of Higher Ed on pay grids H, J, & A.
- ❑ Non-UCP employees of the Department of Public Safety, Missouri State Highway Patrol (MSHP) on pay grids D & E.
- ❑ Non-UCP employees of the Department of Public Safety, Missouri State Water Patrol (MSWP) on pay grids F & G.
- ❑ Non-UCP employees of the Department of Transportation (MoDOT) on pay grid M. MoDOT will be provided with a database of all active employees (Employment Status/EMPS_CD=1) as of June 30, 2008. MoDOT will need to:
 1. Indicate (Y/N Flag) whether or not the employee is eligible for the 3%,
 2. Designate any change to the job step assignment due to grid restructuring, or
 3. Enter a new pay parameter to designate the 3% increase for non-table driven pay employees.

Other Personnel Actions for the July 1 – 15 pay period cannot be processed for table-driven pay employees until after the automated ESMT's are loaded on July 9. SAM II HR/Payroll will go down to run the July 1 - 15 payroll on July 23, 2008 at 6 pm.

Upon e-mail notification that SAM II HR is available July 9, agencies may begin processing other 7/1/08 – 7/15/08 personnel actions for table driven pay employees.

General Structure Adjustment

Employees NOT Paid from a Pay Grid (Pay Parameters are Entered on ESMT)

Non-table driven pay in SAM II means that the employee's actual pay rate amount is entered as a "pay parameter" on the ESMT window. Employees paid in this manner include:

- ❑ UCP System Classified (Merit) and Covered (Non-Merit) Broad banded Managers
- ❑ UCP System Unclassified (Merit) and UCP Exempt (Non-Merit) employees
- ❑ Non-UCP employees

For employees who are not paid from a pay grid, the Office of Administration will be providing your agency with an Access database listing the name and agency/org of each active (EMPS_CD = 1) employee. The database will provide the employee's current salary rate and the adjusted rate (June 30th rate multiplied by 1.03, rounded to the nearest \$.01). The database will include an indicator (Y/N) for each employee to designate eligibility for the increase. Only those employees with a 'Y' indicator will have an ESMT generated, displaying the new pay parameter rate indicated in the database. The database will not include employees on a leave of absence without pay or in any other Employment Status (EMPS_CD) besides 1. Agencies will need to process the General Structure Adjustment for those employees. The amount of the General Structure Adjustment should not exceed 3.0%.

Uniform Classification and Pay System unclassified and exempt positions have been included in the budget to receive the 3% increase. However, the appointing authority may exclude or provide a smaller adjustment for part-time hourly and intermittent employees.

The General Structure Adjustment amount cannot exceed 3.0%. Any increases being granted in excess of 3.0% should be processed on an additional ESMT, using the Personnel Action "SALRY" (Salary Change) and the Personnel Action Reason "S02" (Salary Advancement).

Other Personnel Actions for the July 1 – 15 pay period cannot be processed for non-table-driven pay employees until after the database ESMT's are loaded on July 14. SAM II HR/Payroll will go down to run the July 1 - 15 payroll on July 23, 2008 at 6 pm.

General Structure Adjustment

Executive Pay Plan

Employees in the Executive pay plan are to receive the 3% increase, not to exceed the maximum of the assigned salary range for the position. Active employees in these classes will be on the Access database for your agency

Other Personnel Actions for the July 1 – 15 pay period cannot be processed for Executive Pay Plan employees until after the database ESMT's are loaded on July 14. SAM II HR/Payroll will go down to run the July 1 - 15 payroll on July 23, 2008 at 6 pm.

General Structure Adjustment

Elected Officials, Judges and Administrative Law Judges

The offices of the six elected officials, the Judiciary and the Department of Labor and Industrial Relations should receive the 3% General Structure Adjustment.

The above employees will be included in the Access Database. The appropriate rate of pay should be entered for each employee.

General Structure Adjustment

Special Pay Situations

Some employees are paid in a manner requiring particularly close attention. For employees that fall into the following category, questions about processing the Position Status Maintenance Transactions (PSMT's) should be directed to the Employee Services Section of the Division of Personnel at 751-4448. Questions about processing the Employee Status Maintenance Transactions (ESMT's) should be directed to the Pay, Leave and Reporting Section of the Division of Personnel at 751-1663.

- UCP System Covered, non-management employees in the Office of the Adjutant General of the Department of Public Safety. These employees are not table driven, to accommodate a special tax-processing situation. These employees require two pay parameter entries. The agency must determine the pay parameter amounts based on the employee's pay rate after the 3.0% increase has been added. **ESMT's for these employees must be processed manually by the agency.** These employees will appear on the Access database for non-table driven pay. However, due to the two pay parameter entries, their pay rates will need to be updated manually in SAM II. The "Change Flag" should be designated as "N" since the ESMT needs to be processed manually.

The General Structure Adjustment database for non-table driven employees will be provided to your agency on July 9, 2008. Please review the database and indicate eligibility of your employees to receive the adjustment using the indicator (Y/N). Also, make any exclusions or downward adjustments for UCP system part-time employees that may be necessary. The database is to be returned to the Office of Administration, Information Technology Services Division by noon July 14, 2008. The database will be loaded into SAM II HR/Payroll on July 14, 2008.

Other Personnel Actions for the July 1 – 15 pay period cannot be processed until after the database ESMT's are loaded. SAM II HR/Payroll will go down to run the July 1 - 15 payroll on July 23, 2008 at 6 pm.

Repositioning

Table-Driven pay employees are the only ones affected

Repositioning is the assignment of a job class to a higher pay range. The Repositioning list of classes for UCP agencies to be included in the revisions to the pay plan effective July 1, 2008 is at the end of this memo.

In the event a Uniform Classification and Pay System employee's job class is being repositioned the employee's step in the range will remain the same. The class title in the pay plan will reflect the change to the new pay range. SAM II will determine the pay rate from the pay range assigned for the class and pay step to which the employee is assigned. In some cases, an employee who is currently paid from the minimum step of a range will need to be increased to the minimum step of the new range. For example, an employee paid on pay range A28, Step E would need to be adjusted to range A29, Step F, since Step F is the minimum step of Range A29.

The Information Technology Services Division will be running a program to automate the repositioning transactions (ESMT's) for updating service history records.

Selective Within-Grade Salary Advancements

Table-Driven pay employees are the only ones affected

Funding for within-grade salary advancements are included in the FY 2009 appropriations bills. The classes affected are indicated on the next page. These increases will be automated for the agencies affected.

The programs generating the automated transactions for the General Structure Adjustment, Repositioning and Within-Grade programs will run July 9, 2008. Agencies may begin processing other salary increases for these table-driven employees that have a July 1, 2008 effective date on July 9, 2008. SAM II HR/Payroll will go down to run the July 1 - 15 payroll on July 23, 2008 at 6 pm.

Other Salary Increases Effective July 1, 2008

All other salary increases (those with regular status, reclassifications, other discretionary within-grade salary advancements) or any other transactions should be processed after the General Structure Adjustment and Repositioning increases have been processed. Manual ESMT's may be generated on table-driven employees after the automated table-driven pay ESMT's are loaded into SAM II HR/Payroll on July 9. Manual ESMT's may be generated on non-table-driven employees after the automated non-table-driven pay ESMT's are loaded into SAM II HR/Payroll on July 14.

FY 2009 Repositioning Approved in Appropriations Bills

Index	Title	Current FY 2008 Pay Range	FY 2009 Pay Range	Number of Ranges
Classes in Appropriations Bills for Repositioning				
004280	MEDICAL SPECIALIST I	B06	B08	+2
004281	MEDICAL SPECIALIST II	B07	B09	+2
004286	MEDICAL DIRECTOR	B09	B11	+2
004311	NURSING ASST I	A06	A07	+1
004312	NURSING ASST II	A09	A10	+1
004422	OCCUPATIONAL THERAPY ASST	A16	A18	+2
004423	OCCUPATIONAL THERAPIST I	A24	A26	+2
004424	OCCUPATIONAL THERAPIST II	A27	A29	+2
004425	OCCUPATIONAL THERAPIST III	A29	A31	+2
004426	PHYSICAL THERAPY ASST	A16	A18	+2
004427	ACTIVITY THERAPY COOR	A30	A32	+2
004431	PHYSICAL THERAPIST I	A24	A26	+2
004432	PHYSICAL THERAPIST II	A27	A29	+2
004433	PHYSICAL THERAPIST III	A29	A31	+2
004466	SPEECH-LANGUAGE PATHOL	A24	A26	+2

Selective Within-Grade (Departments of Mental Health and Corrections)

004303	SECURITY AIDE I PSY	A16
004304	SECURITY AIDE II PSY	A18
004305	SECURITY AIDE III PSY	A21
005001	CORRECTIONS OFCR I	A16
005002	CORRECTIONS OFCR II	A18
005003	CORRECTIONS OFCR III	A20
005005	CORRECTIONS SPV I	A23
005006	CORRECTIONS SPV II	A27
005118	PROBATION & PAROLE ASST I	A16
005119	PROBATION & PAROLE ASST II	A18